



TOBACCO SERVICES ASSISTANT COORDINATOR

Department / Program: Hopi Cancer Support Services

Reports To: Tobacco Services Coordinator

Salary/Hourly Range: 30

FLSA Status: NON-EXEMPT; Full-Time, Part-Time, Temporary

VALID DRIVER'S LICENSE REQUIRED

PD Revised: 08/30/2016

INTRODUCTION:

This position is responsible for assisting the Program Coordinator in all aspects of the Hopi Tobacco Education and Prevention Services activities, i.e. planning, facilitating and organizing the development and implementation of commercial tobacco education and prevention services for the Hopi Tribe. In addition, develop and create a media campaign of professional quality that will provide effective messaging and build program purpose and image in the community. The incumbent performs related functional duties of average difficulty which requires general knowledge of applicable management principles, methods and administrative practices. The work consists of duties that involve related steps, processes and methods. Decisions regarding what needs to be completed depends upon the analysis of the subject, phase or issues involved in assignments and incomplete or conflicting data. Assignments require cultural sensitivity and may require refining the methods and techniques to be used.

The supervisor provides direction and guidance by defining and clarifying office/program mission and goals, identifying resources available and establishing program services objectives and position performance standards. The employee is responsible for carrying functional responsibilities and duties under general supervision, consulting with the supervisor on difficult problems, unusual situations or complex issues. The employee keeps the supervisor informed of progress. Completed work is reviewed for effectiveness in carrying out and meeting established goals and objectives.

KEY DUTIES AND RESPONSIBILITIES:

(The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive.)

1. Responsible for assisting the Coordinator in the coordination and administration of commercial tobacco education and prevention services and activities in accordance with goals/objectives and applicable regulations and procedures. Primary activities include: implementing project activities in the areas of education and prevention and working to strengthen the Youth Coalition on the Hopi Reservation. When necessary, be able to assist the coordinator in the transport of youth and adult participants to reservation and off reservation locations. This will be for the purpose of attending mandatory meetings and youth conferences.
2. Conducts orientation and training sessions to familiarize youth and other Tribal members about tobacco education, project functions and goals/objectives.
3. Use knowledge of local attitudes, concerns of tobacco use and the impacts to cultural customs in the development of a comprehensive tobacco education and prevention plan.
4. Assist in the preparation of correspondence, project reports and other documents as assigned.
5. Generally, works to accomplish the Tasks and requirements outlined in the Scope of Work of the Hopi Tribe-ADHS Inter-governmental Agreement (IGA).
6. Performs other related duties/tasks as necessary to achieve office and program goals.

PERSONAL CONTACTS:

Contacts are with Hopi Youth, employees, the general public, Hopi Villages and personnel of other related service agencies involving the exchange of factual information, and providing assistance and advisement regarding commercial tobacco education and prevention activities.

PHYSICAL EFFORT & ENVIRONMENTAL FACTORS:

The work is sedentary and performed in a standard office environment that requires normal safety precautions typical of offices/meeting rooms and working around office machines and equipment. A majority of the work is performed in villages, local schools, and community environment when conducting on-site meetings/presentations. Travel on and outside the service area is required to participate in business meetings and other matters.

MINIMUM QUALIFICATIONS:

1. Required Education, Training and Experience:

Education: Associates Degree in the field of Health Education, Social Services or Health related studies or closely related field;

AND

Experience: Four (4) year's work experience in community health education which includes public service program planning, development, management or marketing/media;

OR

Any equivalent combination of Education, Training and Experience which demonstrates the ability to perform the duties of the position.

2. Required Knowledge, Skills and Abilities:

Knowledge:

- Knowledge of administrative operational planning and management principles and practices;
- Knowledge of commercial tobacco use and its correlation to cancer;
- Knowledge of marketing principles and media development;
- Knowledge of the political, cultural and socio-economic environment of the Hopi Reservation;
- Awareness of the impacts of commercial tobacco use by youth and adults and the role it plays on the general public health;
- Has an understanding that commercial tobacco use is the leading preventable cause of death and disease in the United States and, that tobacco control programs are designed to help reduce disease, disability and death related to commercial tobacco use;

Skills:

- Skill in operating computers, digital copiers and other modern office machines and equipment;
- Excellent writing and verbal skills adequate for preparation of statistical and narrative reports, composing official correspondence, and for public presentations.

Abilities:

- Ability to assess needs and develop appropriate plans to meet those needs;
- Ability to work independently while under the general supervision of the Manager, HCSS;
- Possess supervisory skills and practices.

NECESSARY SPECIAL REQUIREMENTS:

1. Possess and maintain a valid Arizona Driver's License and complete the Hopi Tribe's Defensive Driving course.
2. A background Investigation, character and employment reference check is required. Must be able to pass random drug and alcohol screening.
3. Due to safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment/pre-placement and random alcohol, drug and/or controlled substance testing.